

Alaska Scientific Crime Detection Laboratory

Crime Scene Procedure Manual

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Section 1: Introduction

For the purposes of this manual, a crime scene may be defined as an area, object, or person, from which evidence is identified, documented, collected and/or processed. A crime scene may be the actual location where a crime took place or a secondary location such as a car or dwelling or any other object which may yield physical material of value to the case. Locations of a crime scene may include offsite locations not under the laboratory's control.

One of the most important duties at a crime scene is the collection of physical evidence. It is neither practical nor desirable to collect everything at a crime scene and it is the responsibility of the Scientist to have an understanding of the probative value of evidence to recover physical material of potential forensic relevance.

The overall approach to the collection of evidence should be systematic, objective, and thorough. Coordinate with the reporting officer and/or lead investigator on what needs to get done and how to proceed. Collecting evidence should begin after thorough documentation has been completed when possible. Each item of evidence should be packaged to protect it from cross contamination and from being damaged during transport. In most circumstances, all evidence will be left in the custody of the officer in charge of the scene. If the Forensic Scientist deems an evidence item not probative it is not required to be documented or collected and is up to the scene officer or lead investigator to do so.

When evidence is collected by the Forensic Scientist it will be placed in an appropriate container and marked with the following:

- Lab or agency number, Item or placard number, Item Description, Location, Date and Forensic Scientist's initials
- The container will not always be sealed and marked with the Forensic Scientist's initials and the date sealed

Note: The container utilized at the scene may be a temporary container.

It is recognized that all crime scenes are unique. Because of this, it is not our intention to detail a specific list of procedures to be used at every crime scene. Instead the goal is to provide a framework of available procedures which may be utilized for the processing of a crime scene.

The purpose of these guidelines is to ensure that all crime scenes are documented properly and that physical evidence is detected and collected with appropriate methods.

Literature Review: When a literature review task has been created and assigned in LIMS, the Analyst will read all assigned articles and complete the task before the due date noted. All documents can be found in LIMS under the Physical Site→Document Library→Literature→Crime Scene.

All references can be found on the internal network drive: I:\Lab Share → Discipline Shares → Latent_Share → Crime Scene → References.

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Section 2: Call Out and Travel Procedures

Crime scene processing is an analysis performed in the physical discipline. The intent of the service is to provide assistance to law enforcement agencies with non-routine detection, enhancement and recovery methods at major crime scenes. Forensic Scientists that are proficient in crime scenes will communicate with law enforcement to determine if their attendance is necessary. To ensure appropriate use of resources non-major crime scene attendance is at the discretion of the Physical Discipline Supervisor or Crime Scene Technical Lead. In instances where their expertise is required then assistance will be rendered. Where travel is required all relevant state policy (such as time accounting and travel) should be followed.

It is the sole responsibility of the requesting agency to evaluate and secure the scene before the arrival of the Forensic Scientist. The requesting agency is also solely responsible for maintaining the integrity and security of the scene, and to provide safety of the laboratory personnel throughout the entire investigation. The search warrant is the responsibility of the investigating agency and/or scene officer. It is common to have an incident briefing by the requesting agency before processing begins. Attempt to identify/ designate a lead investigator or scene officer to field questions, direction, and responsibility of the scene.

Upon arrival to at the incident location, a secure and safe pathway into and away from the scene should be selected. If possible, establish a safe zone away from the scene where equipment and evidence may be placed while the scene is being processed, if possible.

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Section 3: Documentation

LaunchPad is an automated note-taking document written in Adobe Acrobat PDF. The document was created by the Alaska Scientific Crime Detection Laboratory (ASCDL) staff to contemporaneously document the scene.

Notes:

The analyst's notes will include the following information:

- Start and end dates for the crime scene
- Page numbers
- Agency name, agency case number and laboratory case number
- Name of the requesting officer/investigator and type of request
- Location and description of the crime scene
- Name of the officer/investigator that was provided a copy of the photos
- Name of the officer/investigator who took custody of scene evidence
- Chemicals used, if any, including: lot number, expiration date, and control test results
- Contact sheets containing thumbnail images labeled with the associated file name of all photographs, if applicable

Vehicle Processing

It is recommended that a vehicle be processed in a secure garage or other indoor location, when possible and the following information should be recorded in the notes:

- Make/Model, VIN number, License plate number of vehicle
- Tire Information: DOT number, make, model, size if applicable
- Any damage observed on arrival and departure, if applicable

The evidence list and photo log summarizes all evidence documented at the scene. The evidence list will denote all items that were given a designation/unique identifier and will include a brief description and location. The evidence list will also denote "Photos only" if the item was photographed but not collected. Evidence items which are only photographed and not collected or photographed and collected but not packaged by the Forensic Scientist will be documented in the notes.

Notes may be done in ink (or pencil may be used if cold weather prevents the use of an ink pen) if needed and scanned as an attachment in the LaunchPad document when necessary.

LaunchPad is continually being updated and revised; the most current version approved for use is controlled by the Quality Assurance Manager and located on the internal network drive. See Appendix B for LaunchPad Work Instructions.

Corrections to Notes

Corrections to Analysts notes discovered through the Technical and Administrative review process will be documented on the Review Checklist within LIMS. The Analyst will make corrections, and then the Reviewer will ensure all corrections have been documented appropriately before completing the case in LIMS. All original and corrected Bench Sheet version(s) are stored in LIMS, only the Final Bench Sheet will be distributed. Additional documentation can be provided during a discovery request.

Unofficial copies of any pages of notes given to an officer before technical and administrative review, changes will be marked through with a single red line and dated and initialed or an addition will be added near it in red colored text containing the date and initial of the change.

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Section 4: Software

Laboratory Information Management System (LIMS)

This system houses evidence tracking, chain of custody, case assignment and reporting among other features. Crime Scene personnel will complete notes and reporting in LaunchPad and upload the final documentation into the LIMS system, which will serve as the permanent record. The current LIMS manual can be found on the internal network drive: I:\Quality Assurance Program→Controlled Documents→ANAB Program.

The requesting agency will receive the LaunchPad document that will include a summary of processing after a technical and administrative review is complete. The requesting agency should receive this in a timely manner of one to two weeks when possible.

Authenticated Digital Asset Management System (ADAMS)

ADAMS is a digital asset software program made by FORAY Technologies. ADAMS serves as the repository for digital images taken during casework for the Physical Discipline (including: Latent Prints, Crime Scene, Firearms and Footwear). ADAMS can be interfaced through Digital Workplace, Digital Acquire and ADAMS Web applications installed on the Physical Discipline computers. Access to ADAMS and the Digital Assets are limited to staff members who work in the Physical Discipline.

See Appendix A for ADAMS work Instructions.

Adobe Photoshop

The Physical Discipline utilizes Adobe Photoshop for making contact sheets for all crime scene photographs. Any time photographs are taken at a crime scene by a Forensic Scientist, contact sheets containing small thumbnail images labeled with the associated file name will be created and then uploaded into LaunchPad. This does not apply in situations where the Forensic Scientist is only documenting the scene and did not take any photographs.

See Appendix A for Adobe Photoshop work Instructions.

Alaska Records Management System (ARMS)

ARMS may be utilized by the Forensic Scientist to upload the final LaunchPad document after technical and administrative review in LIMS, into a task when the requesting agency is the Alaska State Troopers. This will be considered distribution of the report.

See Appendix A for ARMS work Instructions.

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Section 5: Photography

For crime scenes, all digital photographs must be retained and uploaded to ADAMS at the soonest available opportunity. A photo sheet should be utilized for the first photograph and will be used for each scene location/new day.

The photo sheet will contain the following information:

- The Agency, Agency number, Photographer, Date and Location

It is recommended to verify camera settings such as time/date stamps, image file format, and image size before taking scene photos. Take overall exterior/interior photographs and establishing photographs to show the location using street signs, addresses or other geographical information when possible.

An identifier should be used for items of evidence and/or areas of interest with additional photographs taken that include these identifiers. Any ridge detail evidence denoted with a unique identifier should follow the labeling guidelines if possible as seen in Appendix B. Close up photographs for examination purposes should include a scale and be photographed with the camera lens parallel to the plane of the evidence of interest in the highest image resolution (such as RAW and the use of a macro lens). If an item of evidence has been moved or removed, do not place it back into the scene. Instead document the item with photographs, and make a note of what occurred.

If there is a body present, overall photos should be taken from all sides with additional mid-range photographs. Close-up photographs should be taken of wounds or injuries with and without scales when possible. After the body is removed, photograph the area where the body had been located, denoting the approximate time the body was removed from the scene and/or original location.

A copy of all scene photos will be provided to the agency as soon as possible after the completion scene processing and will include the following information:

- Laboratory and/or agency number
- Description (example: Vehicle photos)
- Date of crime scene and Forensic Scientist who processed the scene

Any video recording of the crime scene will be the responsibility of the requesting agency or the lead investigator and will not be performed by the laboratory personnel.

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Section 6: Sketching

Crime scene sketches serve to establish spatial relationships, provide a general overall scene view, assist with preparation of demonstrative aides for court, and may serve as an investigative aide during interviews. Sketches are not required, but are useful.

It is up to the discretion of the Forensic Scientist if a rough sketch is created. A rough sketch will be done on paper and attached into the LaunchPad document.

The sketch will be labeled with a magnetic or referenced north direction and may or may not include measurements.

Types of Sketches:

- Perspective (3-Dimensional): A perspective sketch contains a vanishing point and depicts objects of evidence, as they would appear to the eye with reference to relative distance and depth.
- Projection (Bird's eye view): Usually one viewpoint and depicts objects on one plane. This is the most common type of sketching.
- Exploded: Contains more than one viewpoint and can be used in modeling. It can show relationships of items in location, depth and height. The walls are folded down and on the same plane as the floor.

Types of Measurements:

- Triangulation method: Uses two fixed permanent objects within the crime scene. The measurements are taken from each fixed point to each evidence item.
- Coordinate method: Measuring the distance to an object from two perpendicular objects, such as walls.
- Baseline method: Useful in outdoor scenes or large scenes. This method is performed by laying a measuring tape down in a straight line so that it crosses the entire area to be measured. Measurements are taken along the baseline paralleling the evidence items and then another measurement is taken from the baseline to the evidence item. If at an outdoor scene, the baseline may have to be fixed with a stake or some permanent marker at both ends.

Section 7: Latent Print Evidence

Latent print development techniques will follow generally accepted methods and be determined by conditions at the scene. Factors to be considered may include but are not limited to: environmental conditions, surface texture and composition, matrix, availability of processing materials, and the nature of the case. It is left to the discretion of the Investigator and Forensic Scientist to determine and proceed with the most appropriate methods for the preservation and documentation of the evidence in each case.

Processing Techniques:

- Powders (plain and magnetic)
- Amido Black
- Hungarian Red
- Leuco Crystal Violet (LCV)
- Small Particle Reagent (SPR)

Methods of Collection:

- Lift Cards/Hinge Lifters
- Gel Lifts of contrasting background
- Photography (include a scale and Identifier)

Photography of latent print evidence is the preferred method of collection and recovery and should be taken with a macro lens and in RAW and JPEG format if possible. The use of using the RAW format will be documented in the notes. Any ridge detail assigned a unique identifier should follow the labeling guidelines.

Any developed latent or visible ridge detail on an appropriate surface for lifting that is not able to be photographed should be lifted using tape and placed on a contrasting background. Hinge lifters, gel lifters, and other methods of lifting may be used if appropriate. It is left to the discretion of the Forensic Scientist if recovery methods are attempted. All lifts collected as evidence from the scene will be packaged together by the Forensic Scientist.

Latent Print Examination

If latent print evidence is photographed at a scene then, those photographs specifically will be uploaded to ADAMS under the case number and a latent print service request and "LP Image" evidence item will be created in LIMS.

Known Fingerprints and Palm Prints

Known fingerprints and palm prints will only be taken of individuals potentially involved in an incident upon request of the agency. The known prints will be packaged and labeled with the full name of the individual and their date of birth.

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Section 8: Biological Evidence

Biological evidence should be identified and preserved prior to further scene processing when possible. This type of evidence should be thoroughly dried and then packaged in an appropriate container, avoiding cross contamination. It is left to the discretion of the Investigator and Forensic Scientist to determine and proceed with the most appropriate methods for the preservation and documentation of possible biological evidence. Chemical enhancement methods are chosen based on location, availability and surface factors.

Stain Documentation and Collection should document each “pattern”, distribution of individual stains, orientation and size of stains with labeled scale, and void patterns. Each stain that will be photographed and swabbed should follow the labeling guidelines if possible. If the stain is wet, swab it and allow it to air dry. If the stain is dry, moisten the swab with approximately 2 drops of sterile water, swab the stain and allow it to air dry. The lot number and the expiration date for sterile water will be recorded in the notes. Each swab package should be labeled appropriately.

Trace Evidence may include hair, fibers, soil, glass, foliage, metal fragments, paint, wood fragments, etc. These items vary and should be packaged appropriately to preserve evidence.

Touch/Contact DNA will be collected by moistening a swab with approximately 2 drops of sterile water, swab the area of interest, let air dry and package appropriately. The swab package should denote “Contact DNA” and be designated with a unique identifier following the labeling guidelines if possible.

Known Buccal swabs will only be taken of individuals potentially involved in an incident upon request of the agency. The swab will be packaged and labeled with the full name of the individual and their date of birth. All known buccal swabs will be packaged separately from scene swabs.

Processing Techniques:

- Hemastix®
- Bluestar©
- Amido Black
- Leuco Crystal Violet (LCV)
- Alternate Light Source (ALS)

Methods of Collection:

- Entire item: Package in paper or breathable evidence bag
- Cuttings/Gauze: Package in a bindle or glassine envelope and place into an outer package
- Swab: Package separately and place into an outer package
- Photography
 - Results of chemical enhancements should be photographed at the scene
 - Include a scale and identifier
- Tape Lifts: 4” fingerprint tape and freezer/wax paper is recommended
- Hand Picking: Use sterile tweezers or similar tool to collect evidence

Note: Consult the lead investigator before using any chemical. If approved, the Lab is released from any liability from any damage caused by the use of chemicals. Upon requested a Safety Data will be left at the scene.

Section 9: Impression Evidence

An individual or vehicle may be associated to a crime scene through impressions left behind from footwear or tire tracks. Overall photographs should be taken showing the impressions in relation to other features in the scene. Chemicals may be used to enhance possible blood impressions. All impressions should be photographed before and after any enhancement attempts. For close up photographs of impression evidence: use a scale and identifier, utilize a tripod, and keep the film plane parallel to the impression, when possible. Any impression assigned a unique identifier should follow the labeling guidelines if possible.

Processing Techniques

- Amido Black
- Hungarian Red
- Leuco Crystal Violet (LCV)
- Powder
- Gel lift
- ESLA

Recovery Methods

- Entire Area/Item
- Photography
 - A scale (at the same level as the impression) and an identifier
 - Multiple photographs of each impression using oblique light from several positions
 - Fill the frame with the impression including the scale
 - It is recommended that photographs be taken in RAW file format and is recorded in the notes
 - For tire tracks, a series of overlapping photographs should be taken with a measuring tape at the same level as the impression and running the length of the track
- Lifting (Gel lift and/or ESLA)
- Casting: Package in a cardboard box to protect against breakage and to allow for continued drying

Impression Elimination

Any elimination impressions should be clearly marked as to where they came from. Recovery methods include but are not limited to:

- Photography: Take a well-lit scaled photograph of the impression
- Inkless pad and paper kit: Press the area onto the yellow side of the pad and then onto the treated side of the provided paper
- Lubricant and powder method: Coat the area with a small amount of lubricant such as PAM (spray butter), press the area onto a piece of paper to create an oil impression and lightly dust the impression with contrasting fingerprint powder

Footwear Intelligence

If a photograph of a footwear impression is taken at a scene then those photographs specifically will be uploaded to ADAMS under "footwear" and a footwear service request will be created in LIMS.

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Section 10: Firearm and Toolmark Evidence

The defects and holes caused by projectiles from firearms can provide information about the projectile, the firearm, intermediate objects in the path of the projectile, direction of travel (entrance or exit), order of shots, and other information. Shooting incidents are dynamic and varied, as is the evidence produced during such an event.

Note: A qualified official, such as the scene officer or investigator, should ensure a weapon is safe before handling, and should be responsible for the unloading process.

Regarding firearms, additional information should be documented in the case notes when possible such as make, caliber, serial number, and if the weapon was discovered loaded or unloaded.

Locations of cartridges and/or discharged cartridge casings should be documented and photographed. The extent of this documentation does not allow for analysis or conclusion based statements such as to flight path and/or trajectory determination. As such, Forensic Scientists will not be utilizing materials to establish trajectory and only assisting with basic photography documentation unless they have been through proper training, completed a training module, and shown to be competent to perform at crime scenes. Otherwise officers on scene or investigators will utilize materials, such as rods, and request assistance with the documentation and photography. Forensic Scientists will document in their field notes that investigators placed the rods. If the officers on scene or investigators take measurements or any other type of data the Forensic Scientist can document these in their notes.

Defect characteristics vary greatly and are affected by numerous factors including intermediate objects and the type of surface impacted. Descriptions may include the approximate size and shape of the defect, and any trace material that may have been transferred by the projectile from an intervening object or from the projectile itself. Defects should be documented using notes, photography, and/or sketches. Each defect should be given an identifier, photographed with a scale, and should be reflected in the notes and evidence list. If the area or item containing the defect is collected (per the scene officer or lead investigator) it will be removed by the officers on scene, and will be documented in the notes and evidence list. Photographs will be taken of any damage done in the process of removing a defect, such as a wall.

Laser Trajectory Photography

The use of trajectory lasers can be used in the documentation of shooting reconstruction. This can be easily accomplished in an area that cannot be made dark enough, with the use of a neutral density lens filter may be necessary.

Toolmark Evidence

A tool mark is any impression, scratch, gouge, cut or abrasion made when a tool is brought into contact with an object leaving a mark. Overall, mid-range, and close-up photographs should be taken of the tool mark. Where possible, submit the entire item that contains the tool mark. Any tools collected should be packaged to prevent any additional damage from occurring.

Recovery Methods:

- Entire Area/Item
- Photography - Include a scale and Identifier
- Silicone Based Casting Material (Mikrosil) - Packaged in a separate container

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Section 11: Fire Scene Evidence

Fire scenes are hazardous environments as burnt residence floors, ceilings, and walls may be weakened. Generally, fire scenes are processed by the State Fire Marshall Investigators. However, situations may arise where they cannot be present or they ask for assistance on scene processing and evidence collection.

As a fire burns, it can create patterns on surfaces in its surrounding environment that can indicate its origin as well as sources to find remnants of ignitable liquids that were used to accelerate the combustion process. These patterns can assist in the identification of evidence.

Notes and photographs should document areas of interest. All packaging will only be filled to approximately 50% to 70% volume to allow for testing of air space.

Collection Materials:

- Non breathable heat sealed bag made of a hydrocarbon free material. Note: the use of a C clamp is only a temporary seal and should be heat sealed as soon as possible.
- Metal Arson cans are a specific type of paint can with a lid that has been tested and certified. The can should be double lined if possible.
- Tools: Any tools used to collect fire debris evidence should be cleaned between samples with an appropriate chemical deemed safe by a State Fire Marshal.

Soil samples are to remain at refrigerator temperatures if possible. Ensure the scene officer or lead investigator on scene are aware of the importance of this.

Spoilation refers to the loss, destruction, or alteration of an object which is evidence (or potential evidence) in a legal proceeding or insurance claim. It is an issue of particular importance to the field of fire investigation and will likely become increasingly significant as courts are called to decide the consequences of lost or altered physical evidence in fire litigation cases. Ask all interested parties before disturbing potential origin-type evidence.

Control Samples

When collecting Area of Origin carpet, tile, or linoleum, take a "*Control Sample*" from another area not involved. Control samples can eliminate glues or material used in the flooring which is useful in determining what accelerant was used and give a more accurate result. Record this in the notes and evidence list to distinguish the item is a control sample.

Taking Sample from a Lower Point

When taking a sample to be tested for accelerants generally do not "take from the top" but dig down to where the liquid has not been burned off yet. Example would be to get in the crevasses or cracks of flooring or under the top layer of soil.

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Section 12: Equipment

Performance checks: Performance checks and Performance Plan for equipment can be found in Discipline Shares → Latent_Share → Crime Scene → QA CRIME SCENE → Performance Check and Validations. Performance checks will be performed yearly on all equipment and after any unscheduled maintenance has been performed. Performance checks are not required for digital cameras. There are no instrumental analyses in the Crime Scene Discipline.

Maintenance: Maintenance for Crime Scene Equipment will be performed as needed and documented in the equipment maintenance log that can be found Discipline Shares → Latent_Share → Crime Scene → QA CRIME SCENE. The Equipment manuals can also be found in the same location. Balances used for chemical preparation in the Crime Scene Discipline are checked/calibrated yearly by an approved outside vendor. Normal maintenance includes keeping the balance clean and level.

If a piece of equipment is taken out of service, the Physical Discipline Supervisor will be notified, a notice will be sent to affected staff, and a sign will be placed on the equipment stating it is out of service, the date, and the Analyst's initials. Once the equipment has been repaired but prior to use, the Analyst is responsible for checking the maintenance logs to verify the equipment was fixed and a new performance check was completed.

Additional sets of keys for the evidence storage lockers within the crime scene hallway are locked in a key box in the latent case file archive room. Access to this room is limited to Latent Print Discipline Analysts, and the Physical Discipline Supervisor. The key box can only be opened by the Physical Discipline Supervisor or designee who can then transfer possession of the key to an analyst. If an evidence locker key is lost, the Physical Discipline Supervisor must be notified immediately.

Non-lab equipment will not be used by Laboratory personnel, such as FARO or a metal detector, and will only be used by the Agency.

Laboratory Equipment for Crime Scene Processing Use:

- Digital Cameras
 - Canon EOS-5D MarkII or newer
- Remote Area Lighting System (RALS)
 - Pelican, 9460 RALS
- Alternate Light Source (ALS)
 - SPEX Forensics, HORIBA Scientific
 - Xenon Handscope, HSX-5000
 - Mini CrimeScope SPEX, HORIBA
 - Orion Lite 455nm Flashlight
- Trajectory Lasers
 - LTF100RZL
- Neutral Density Filter
- ESLA

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Section 13: Processes

Chemical reagent preparation for crime scene processing is not dependent upon exact measurements. A quality control is performed at the time the new reagent lot is prepared and with each use during scenes. For crime scene evidence processing, reagents used at scenes are discarded after each scene. All reagents in the crime scene discipline are non-critical reagents and are not critical consumables. Prepared chemicals are documented in the Latent Print Chemical Inventory on the internal network drive.

The following processes are the approved methods for Crime Scene Processing. Refer to Appendix A for work instructions on these processes. Processing methods used on scene are left to the analyst's discretion.

If any new methods/techniques are to be tested, the Technical Lead will consult with the Physical Section Supervisor and Quality Assurance Manager and present the purpose and plan for the new method. A validation will be performed and if successful, approved by the Technical Lead. Each Analyst will complete a training module prior to use at crime scenes.

Approved Processes:

- Hemastix®
- Leuco Crystal Violet (LCV)
- Lifting Recovery Methods
 - Gel Lift
 - ESLA
 - Lift Cards/Hinge Lifters
- Alternate Light Source (ALS)
- Silicone Casting Material
- Bluestar©
- Amido Black
 - Water Based
- Hungarian Red
- Tire Tread Impressions
- Powder
- Casting Material
 - Dental Stone
 - Snow Print Plaster
- Small Particle Reagent (SPR)

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Appendix A: Processing Working Instructions

Safety Data Sheets of chemicals used at a crime scene should be provided to the lead investigator at or soon after they are used at a crime scene. This action should be recorded in the notes.

The crime scene discipline does not have critical reagents. Exact measurements and proportions are desirable for consistent quality, but successful results are not dependent upon unequivocal accuracy. Measurement of uncertainty does not apply to the Crime Scene Discipline.

Presumptive Test for Blood (Hemastix®)

Hemastix® are reagent strips originally designed for use in testing for blood in urine. This test has been found to be applicable as a presumptive test for the presence of blood for crime scene use. Hemastix reacts with the heme component component in blood causing a color change of the strip. This test is not human specific and therefore cannot differentiate between human and animal. When the stain is in very limited quantities a presumptive test prior to collection may not be performed. If collected, presumptive test results should also be indicated on the swab packaging to easily identify the item has been tested.

Hemastix® is purchased and not prepared at the laboratory. Hemastix can have false positive results that can include but are not limited to saliva, potato, tomato, tomato sauce with meat, and red onions.

Materials:

Hemastix®
Sterile Water
Swabs
Synthetic Blood

Procedure:

1. Apply one drop of sterile water to the tip of the swab containing synthetic blood.
2. Touch the dampened swab end to the test strip pad.
3. Note the color change (within 60 seconds). Remember to photograph all stains prior to swabbing.
4. Apply approximately two drops of sterile water to the tip of a new/clean swab.
5. Swab the stain/area of interest and let dry.
6. Collect and package.

Quality Control

The control will consist of dried synthetic blood on a swab or tile. A control will be performed with each use and the results will be recorded in the notes.

Positive Control – Color Change (collect and package tested stain area)

Negative Control – No Color Change (do not collect unless requested by lead investigator/scene officer)

Safety Considerations

When dealing with biological samples and chemical reagents suitable protective clothing and gloves should always be worn. Care should be taken not to touch the yellow test area or contaminate surrounding areas. The bottle should remain tightly closed when not in use. Avoid contact with skin and eyes.

Note: This test should only be administered when sufficient sample exists for testing and collection. Most animal blood will produce a positive reaction and false positive reactions can occur with but not limited to some metal ions, bleach, some dyes, ketchup, and other compounds.

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Bluestar©

Bluestar© is typically used as a screening tool to locate possible trace blood. Bluestar© reacts immediately with blood, specifically the heme component in blood producing a blue chemiluminescent glow.

Bluestar can have false positive results that can include but are not limited to oil-based paints, Alkyd varnish, turnip, banana, radish, leek, black winter radish, green bean, ginger, carrot, manganese sulfate, copper sulfate, iron sulfate, and potassium permanganate, bleach, and other cleaning agents. Some false positives are easier to identify by the white chemiluminescence produced, which does not last as long in brightness or duration compared to the positive "blue" result.

Bluestar© is purchased from a vendor and not prepared at the laboratory.

Materials:

Bluestar© Reagent
Distilled Water
Spray Bottle with adjustable spray nozzle
Swabs
Synthetic Blood
Darkened environment for application of the reagent

Mix Instructions:

1. Remove the nozzle from the spray bottle and add 4 oz. of distilled water.
2. Take one tablet from each tube and add both to the spray bottle.
3. Put the nozzle back on the spray bottle and swirl gently (DO NOT SHAKE) in a circular motion until both tablets are fully dissolved (about 1-2 minutes).

Procedure:

1. Adjust the spray nozzle to obtain the finest mist possible.
2. Spray over the tip of the swab containing synthetic blood.
3. Note if a reaction occurs.
4. Apply to the area of interest. If a positive reaction occurs, stop spraying, and label and photograph before (lights on) and after positive Bluestar© reaction.
5. Swab, collect and package the area with the strongest reaction.

Note: Once Bluestar© reagent is mixed the brightness of a positive reaction will start to decrease after 3 hours and another mixture and control test will need to be performed for continued use.

Quality Control

The control will consist of dried synthetic blood on a swab or non-porous surface. A control will be performed with each use and the results will be recorded in the notes.

Positive Control – Blue Chemiluminescence

Negative Control – No Reaction

Safety Considerations

When dealing with biological samples and chemical reagents suitable protective clothing and gloves should always be worn. Avoid contact with skin and eyes.

Note: Bluestar© may dilute possible biological evidence. False positives may be produced by a variety of sources, including household detergents, chlorine, copper and other strong oxidizing materials.

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Leuco Crystal Violet (LCV)

Leuco Crystal Violet reacts with the heme component in blood resulting in a violet color. Its application can be used to enhance and develop ridge detail, footwear, and tire tracks deposited in suspected blood on porous and non-porous surfaces. It can also be used as a searching tool for trace blood in areas not suitable for Bluestar, such as areas that cannot be made dark enough. LCV can have false positive results which can include but are not limited to plant materials, and metals such as iron or copper.

LCV components are purchased from a vendor but is prepared on scene.

Prepare the following four containers:

- Bottle A - 500ml bottle of 3% Hydrogen Peroxide
- Bottle B – a bottle containing 10 g of Sulfosalicylic Acid
- Bottle C – a dark colored bottle (at least 40 mL capacity) containing 1.1 g of Leuco Crystal Violet
- Bottle D – a bottle (at least 40 mL capacity) containing 4.4 g of Sodium Acetate

Mix Instructions:

1. Add bottle B to bottle A, shake well.
2. Add approximately 30 mL of bottle A to bottle C, shake well. Add back to bottle A.
3. Add approximately 30 mL of bottle A to bottle D, shake well. Add back to bottle A.
4. Place solution in a spray bottle for application.

Procedure:

1. Photograph any ridge detail or impression evidence prior to application.
2. Adjust the spray nozzle to obtain the finest mist possible.
3. Spray over the tip of the swab containing synthetic blood.
4. Note the color change (within 60 seconds).
5. Apply to the area of interest. If a positive reaction occurs, stop spraying, and label and photograph.
6. If needed, cut out and collect the area.

Note: Store in a dark bottle, or in the dark. Shelf life is 30 days, but can be extended to 3 months if solution is refrigerated. The 3% hydrogen peroxide will be purchased locally rather than through a commercial vendor. LCV will keep reacting with the exposure of sunlight and may stain certain surfaces.

Quality Control

The control will consist of dried synthetic blood on a swab or non-porous surface. A control will be performed with each use and the results will be recorded in the notes.

Positive Control – Color Change

Negative Control – No Color Change

Safety Considerations

When dealing with biological samples and chemical reagents suitable protective clothing and gloves should always be worn. Avoid contact with skin and eyes.

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Amido Black

Amido Black, also known as naphthol blue-black, is a protein stain used for the development or enhancement of ridge detail or impression evidence in suspected blood. Amido Black stains the proteins in blood turning the print a dark blue or black color. The background of porous substrates may also stain.

Amido Black may destroy blood for DNA testing. Swab and collect any biological evidence before the application of any chemicals.

Amido Black is typically prepared in the laboratory and not purchased as a working solution. Amido Black can be used as a methanol-based or water-based stain on porous and non-porous items, however, only the water based Amido Black is approved for flight travel to crime scenes.

Mix Instructions – Water Based (Makes 1000 mL Batch):

Developer Solution

- Amido Black.....2 g
- Citric Acid.....20 g
- Distilled Water.....1000 mL

Combine the ingredients in the order listed above and stir for at least 30 minutes until dissolved. Shelf life is approximately 1 year.

Rinse Solution

- Distilled water (if not available tap water can be used).....1000 mL

Procedure:

1. Label and photograph ridge detail or impression evidence prior to application.
2. Apply the Developer on the control tile containing an impression in dried synthetic blood then rinse.
3. Note the development/enhancement and color change of the fingerprint (within 60 seconds) on control tile.
4. Apply the Developer on the area containing possible ridge detail or impression evidence in possible blood. If necessary, the Developer can be re-applied to achieve sufficient clarity.
5. Note the development/enhancement and color change of the fingerprint (within 60 seconds).
6. Apply the Rinse to the same area. Use additional rinses if necessary and let dry.
7. Label and photograph any developed ridge detail or impression evidence.

Note: Always consider the surface type and amount of solution applied to preserve impression detail. The area/item where Amido Black is applied may stain.

Quality Control

The control will consist of a dried impression in synthetic blood on a tile. A control will be performed with each use and the results will be recorded in the notes.

Positive Control – Development/Enhancement of ridge detail turning dark blue or almost black in color

Negative Control – No Development of ridge detail

Safety Considerations

When dealing with biological samples and chemical reagents suitable protective clothing and gloves should always be worn. Avoid contact with skin and eyes.

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Hungarian Red

Hungarian Red is a water-based staining solution used for the development or enhancement of latent print and footwear evidence in suspected blood. An advantage compared to other staining solutions is that the stained impression can be lifted using a white gelatin lifter. The lifted impression will fluoresce using an alternate light source under green light (TracER Laser at 532 nm with an orange filter) at the laboratory, making it easier to visualize faint impressions and impressions present on dark surfaces.

- Hungarian Red working solution is prepared in the laboratory.

Safety Considerations:

Suitable protective clothing and gloves should always be worn. Avoid contact with skin and eyes.

Procedure:

Hungarian Red Working Solution – Makes 1000 mL Batch

5-Sulfosalicylic acid.....	20 g
Acid Fuchsin.....	2 g
Distilled water	1000 mL

Combine the ingredients in the order listed above and mix until completely dissolved. Shelf life for the working solution is approximately 30 days; 3 months when refrigerated. A positive control check will be performed with each new lot number before use in casework.

Application:

1. Label and photograph any visible ridge detail or impression evidence prior to processing.
2. Apply Hungarian Red working solution by lightly spraying/misting dried impressions in apparent blood, leave for approximately 1-3 minutes.
3. Rinse the excess dye away using distilled water.
4. Label and photograph ridge detail or impression evidence of potential value with white light .
5. Lift the developed fingerprints or footwear impressions using a white gel lifter (allow the lifter to sit on the impression for at least 15 minutes).
6. Photograph the gel lift before replacing the acetate cover, then collect and package. This item should be submitted to the lab for further analysis and use of the alternate light source.

Quality Control:

The control will consist of an impression made with synthetic blood on a non-porous surface such as a piece of tile. A control will be performed with each use and the results will be recorded in the bench sheet.

Positive Control – Development/Enhancement of ridge detail, a red color

Negative Control – No Development

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Lifting Recovery Methods

Residue and/or impressions in dust are best collected by lifting, or by collecting the entire item. Gelatin Lifters and Electrostatic lifting apparatus (ESLA) may be used for dust impression recovery. Photograph all impressions with scale and identifier prior to attempting any recovery methods.

Gelatin and Adhesive Lifting (Gel Lift): Black gel lifts offer excellent contrast with light dust and dry residue, and wet origin impressions once powdered.

Procedure:

1. Before using gel lifts ensure the lifter is at room temperature.
2. Slowly peel back clear acetate cover sheet and allow gel to settle from any stretching that may occur during cover removal (one minute).
3. From one direction lie the gel lift over the impression and gently roll out any air bubbles.
4. Leave the gel lift on the impression for approximately 10 minutes then slowly peel back from one end.
5. Photograph immediately with scale and identifier.
6. Place the clear acetate back over the lift and collect and package in the appropriate container.

It is left to the discretion of the Forensic Scientist if recovery methods are attempted. All lifts collected as evidence from the scene will be packaged together by the Forensic Scientist.

Note: The performance and adhesion of gel lifts is affected by excessive cold and excessive heat which can destroy the gel lifter. Gel Lifts may also be used to recover ridge detail in dust.

Electrostatic Lifting Apparatus (ESLA) uses a high-voltage source to create a static charge on the lifting film, causing the dust or residue particles composing the impression to transfer to the underside or black layer of the lifting film. This method works best on dry dust or dry residue impressions.

Procedure:

1. Cut a portion of the lifting film to fit the area and place the film (black side down) over the area.
2. Place the small grounding plate next to but not touching the film.
3. Place the ESLA with two points on the grounding plate and one point on the film.
4. Turn on the apparatus and slowly increase the voltage up to the maximum if necessary. The film should start to flatten out over the impression and may crackle with the build-up of charge.
5. Use a roller to gently roll out any air bubbles and make sure not to touch any part of the film.
6. Turn the apparatus off and gently peel back the film from one corner.
7. Photograph immediately with scale and identifier.
8. Collect and package the film in the appropriate container to avoid any damage to the film.

Note: Never attempt to re-use film.

Safety Considerations

Suitable protective clothing and gloves should always be worn. Avoid contact with skin and eyes. When using a high-voltage source (ESLA), take appropriate precautions to avoid injury.

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Known Tire Tread Impressions

To make known tire tread impression the tires should be mounted on a vehicle. If the tire(s) have been removed from the vehicle then partially deflate the tire(s) and apply force to the tire to simulate the compression of the tire(s) as it would have been by the vehicle when making the known impression. Record the tire brand, Serial number, type/size, location of tire on car, and inside/outside of tire in notes when possible.

Materials:

- White paper or similar product
- Petroleum Jelly and magnetic powder or Ink (Dependent upon method chosen)

Procedure:

1. Label the location of tire on car (Left Rear, Right Front, etc.) and photograph the tread pattern with the camera film plane parallel to the tread design with a scale.
2. Wipe the tire tread with a clean cloth and do not dislodge anything in tread grooves.
3. Each poster board or paper should be long enough to record a full rotation of the tire when possible.

Choose one of the following methods:

Petroleum Jelly (Vaseline) on Poster Board/Paper:

Materials:

- Poster board/white paper or similar product
- Petroleum Jelly and magnetic powder

Procedure:

1. Lay the poster board/white paper sections end to end and in a straight line with the direction of tire travel and tape together.
2. Then coat gloved hands with a small amount of Vaseline and apply to the entire tire tread with a very thin and even coat.
3. Slowly drive or push vehicle over the poster board/paper.
4. If any "un-vaselined" portion of the tire is visible, stop and apply Vaseline.
5. Continue moving the vehicle until it has completed at least one full revolution.
6. Apply black magnetic powder over the board to enhance the impression. Remove any excess magnetic powder and package the poster board/white paper to protect the impressions from damage.

Ink with Poster Board & Clear Film:

Materials:

- Poster board/white paper or similar product
- Ink

Procedure:

1. Lay the poster board/white paper sections end to end and in a straight line with the direction of tire travel and tape together.
2. Apply ink to one piece of poster board and cut, position, and tape clear film on the second piece of poster board.
3. Slowly drive or push vehicle over the inked poster board and then onto the clear film.
4. Continue moving the vehicle until it has completed at least one full revolution for each.
5. Allow inked impression to dry and package.

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Alternate Light Source (ALS)

The Alternate Light Source (ALS), also referred to as a forensic light source, may be employed in a wide range of functions in a forensic capacity. The ALS is typically used in conjunction with filter goggles of differing colors. Evidence that may be visualized includes latent prints, fibers, other trace material, and biological fluids. Materials that naturally luminesce will appear as a different color from the surrounding area or background. Numerous wavelengths of light may be necessary to achieve the greatest contrast with the background material.

Biological fluid stains are sometimes difficult to see under room light conditions. It is best to collect any item on which possible biological fluid stains have been detected and submit it to the Laboratory for examination. The light source will work best in a darkened environment as the contrast viewed through the filter/goggles will be more obvious.

Procedure:

1. Label and photograph any visible areas of interest.
2. Direct the light onto the known semen standard, and examine with the wavelength set at CSS with orange goggles.
3. Note if fluorescence occurs.
4. Direct the light to the area of interest, using the appropriate filter and goggles. If fluorescence is observed, then label and photograph the area.

The following wavelengths of light and corresponding filter colors are recommended:

Type of Search	Wavelength	Filter/Goggles
Biological fluids (semen, saliva, urine)	CSS, 455	Orange, yellow
Fibers	UV, white light, 455	Orange, yellow
Blood	White light, 415	Clear or yellow
Additional information regarding which goggles to use for particular wavelengths of light can be found with the ALS.		

Safety Considerations

Suitable protective clothing and gloves should always be worn. Alternate Light Sources emit high-intensity light which can be harmful with extended exposures. Never look directly into the light or the optical ports of an instrument. Goggles should always be worn when using the ALS. In addition, wear gloves, long sleeves, and/or laboratory coats as protective clothing.

Quality Control

The control will consist of a known semen standard, examined with CSS wavelength and orange goggles. A control will be performed with each use and the results will be recorded in the notes.

Positive Control - Fluorescence

Negative Control – No Fluorescence

Note: ALS photography, if necessary, may be accomplished by attaching a filter to the front of the camera. The filter must be the same color as the goggles being worn by the Forensic Scientist.

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Powders

Powder is used for developing ridge detail on various surfaces. There are multiple type's powders, various colors magnetic powders, as well as fluorescent powders that may require the use of an Alternate Light Source (ALS) and appropriate filters. Powder processing can be used at the Forensic Scientists' discretion. If other processes are to be used on the same piece of evidence, powder should be applied last.

All powders are purchased and not prepared in the laboratory.

Procedure:

1. Photograph any visible ridge detail prior to powder application.
2. Choose a type of powder and appropriate brush:
 - a. Plain/Fluorescent powder – Fiberglass or Nylon, Feather Duster, Short Bristle Brush
 - b. Magnetic Powder – Magnetic Wand
3. Apply the powder to the surface by lightly dusting over the surface. Only the tips of the brush/metal shavings should come in contact with the surface.
4. Use oblique light or intense light to better visualize developed ridge detail.
5. Label and photograph ridge detail of potential value. If necessary there are circumstances where lifting the ridge detail of potential value would be beneficial but is not routinely performed.

Recovery:

After powder application and photography is complete, attempt recovery by:

1. Apply a single strip of tape (or overlapping tape depending on the size of the area) directly over the area of interest.
2. Apply pressure evenly, avoiding air bubbles.
3. Lift the tape off from one side and place on an appropriate sized lift card with a contrasting background.
4. Fill out appropriate information.
5. Collect and package all lifts together.

Note: Fluorescent powders can be very faint and easily overlooked. It is recommended the lift card/gel lift be examined utilizing the ALS with the appropriate filter. If an ALS is used for visualization it will be documented in the notes.

Safety Consideration

Suitable protective clothing, mask, and gloves should always be worn. Avoid contact with skin and eyes.

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Small Particle Reagent (SPR)

Small Particle Reagent is a liquid suspension powder in water with detergent used for the development and enhancement of latent print evidence on non-porous and semi-porous surfaces that have previously been wet. The powder particles adhere to the oily or fatty components of fingerprint residues. There are two basic colors: black and white. These reagents will not permanently stain most painted surfaces. An application of soap and water should remove any residue present.

SPR is purchased and not prepared in the laboratory.

Procedure:

1. Label and photograph any visible ridge detail prior to application.
2. Choose a contrasting color depending on the surface of the item or area to be processed.
3. Shake vigorously before each use.
4. DIP (Preferred Method):
 - a. Submerge the item in SPR for a minimum of 2 minutes. A longer processing time may be necessary. Continuously agitate the liquid
 - b. Dip the item of evidence in clear tap water. Repeat if necessary.
 - c. Allow to dry at room temperature.
 - d. Label and photograph any ridge detail of potential value.

OR

SPRAY:

- a. Spray the SPR solution on the item from the top and work towards the bottom.
- b. If development occurs, continue spraying the area until maximum contrast is achieved.
- c. Spray the item with clear tap water.
- d. Allow to dry at room temperature
- e. Label and photograph any ridge detail of potential value.

It may be necessary to repeat treatment if the development of ridge detail is faint. There are circumstances where lifting the ridge detail of potential value would be beneficial using a gel lift of contrasting background but is not routinely performed.

Safety Consideration

Suitable protective clothing, mask, and gloves should always be worn. Avoid contact with skin and eyes.

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Silicone Casting Material (Mikrosil)

Silicone based casting material can be useful in the collection and preservation of a variety of three-dimensional impressions encountered at crime scenes. If an item cannot be submitted for tool mark examination, a cast should be made using a flexible casting material, such as Mikrosil. The resulting casts preserve the details of the various marks and can be used for comparative examinations. Silicone based casting materials may also be used for lifting powder processed prints from rough surfaces. Select a color of casting material which contrasts the color of the powder.

The following directions are for the use of Mikrosil. Other brands of silicone based casting material may be used and should follow the manufacturer's instructions for preparation and use.

Label and photograph the area prior to utilizing casting material.

Prior to application it is recommended to prepare a label with the appropriate identifier and orientation for the cast since it is difficult to write on the hardened silicone rubber.

Procedure (Mikrosil):

1. Squeeze out equal length lines from the two tubes (Mikrosil and Hardener Catalyst).
2. Thoroughly mix the two lines together using a tongue depressor or spatula (approximately 30 to 60 seconds).
3. Spread the Mikrosil over the area of interest (avoid trapping air bubbles).
4. Place the previously prepared label in the Mikrosil, and allow the cast to set.
5. Let dry (3-15 minutes):
 - a. Drying time varies with temperature and amount of hardener used.
6. Once dry, remove the cast and package appropriately.

Safety considerations

Avoid contact with eyes, skin and clothing. Use in well ventilated areas and keep the container closed when not in use.

Limitations

Newly recovered silicone casts may become stuck together. As such, package casts separately and/or in such a manner that multiple casts do not come into contact with each other in an appropriately sized container.

Note: If necessary, the procedure can be repeated. If multiple casts are made of the same mark, all the casts should be collected and packaged in order to preserve trace material that may have been associated with the area.

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Casting Material (Dental Stone and Plaster)

Casting may be used to recover and further document a 3D impression. The decision to cast is affected by the substrate conditions and is left to the discretion of the Forensic Scientist and Investigator to determine and proceed with the most appropriate methods for the preservation and documentation of the impression evidence.

In preparation for use at crime scenes, approximately two pound zip-top bags of dental stone are prepared and stored. This amount will cast an average sized shoe impression. With premeasured bags, casting impressions at the crime scene only involves adding water. The required amount of casting material and water will vary depending on the size of the impression to be cast, therefore, variations are expected.

Label and photograph all impressions before attempting to recover with casting material. To enhance contrast, gray paint primer may be applied to impressions in snow. If an impression has standing water within it then sift dry casting material into the impression prior to casting.

Dental Stone Materials:

Dental Stone (2 lb. bags)
Snow Print Plaster or SnowStone™
Water

Dental Stone Mix Instructions:

1. Add the appropriate amount of water to the bag containing Dental Stone and close the top.
2. Mix continuously for about 3 minutes (or until you have the consistency resembling pancake batter).

Note: Potassium sulfate (K₂SO₄) may be added to the dry dental stone (about 1 tablespoon / 2 lb. bag) to accelerate the hardening time.

Snow Print Plaster or SnowStone™ Mix Instructions:

1. Sift a thin layer of powder over the surface of the impression.
2. Add water to the measure line on the mixing pail and stir (45-60 seconds) to thicken.

Procedure:

1. Start to pour the mixed casting material outside the impression and direct flow evenly into the impression. The casting material may be gently agitated to help the flow cover the entire impression area.
 - a. The cast should be marked with the case number, item number, date, and initials.
2. Let the cast completely set before attempting to lift it (time will vary, approximately 30 minutes). At low temperatures the impression may be covered with newspaper or paper to aide in setting time.
3. Do not remove any soil adhering to the cast after recovery and package cast in a cardboard box to protect against breakage and to allow for continued drying.

Safety considerations

Avoid contact with eyes, skin and clothing. In addition, wear gloves, long sleeves, and/or laboratory coats as protective clothing.

Limitations

All impressions should be labeled and photographed prior to casting. The age and condition of the casting material used should be considered prior to application as old or degraded materials may prevent use and/or have a negative impact on the quality of the impression.

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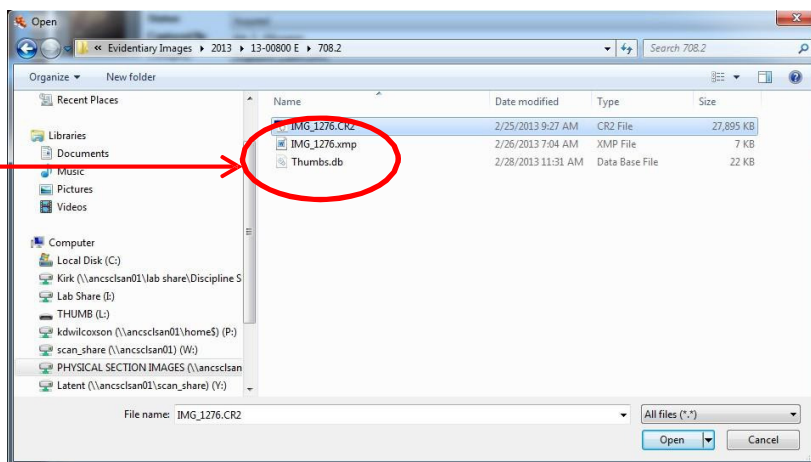
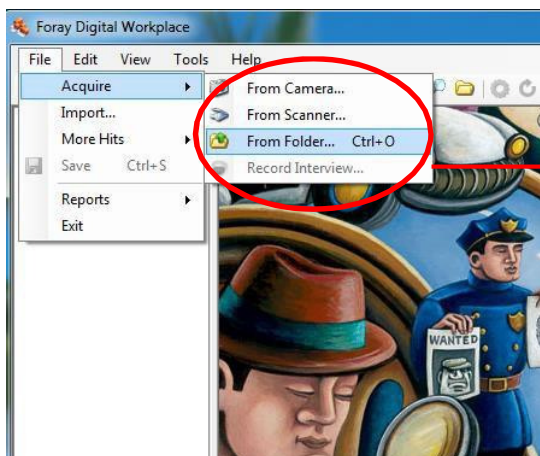
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Authenticated Digital Asset Management System (ADAMS)

Digital Asset Acquisition:

1. Open the Digital Workplace Icon.
2. From the home page choose the source of the image(s) and select the original location of the images (Note: Multiple images from the same case can be selected).



3. Fill out Asset information (Note: Information entered will be applied to all images acquired).

Select the appropriate discipline the selected photos need to be categorized under

- Appropriate Case Type
- Lab Case Number
- Acquired by
- Crime Type
- Date of Crime (optional)
- Category of Image
- Location (Item Number/Physical Location)

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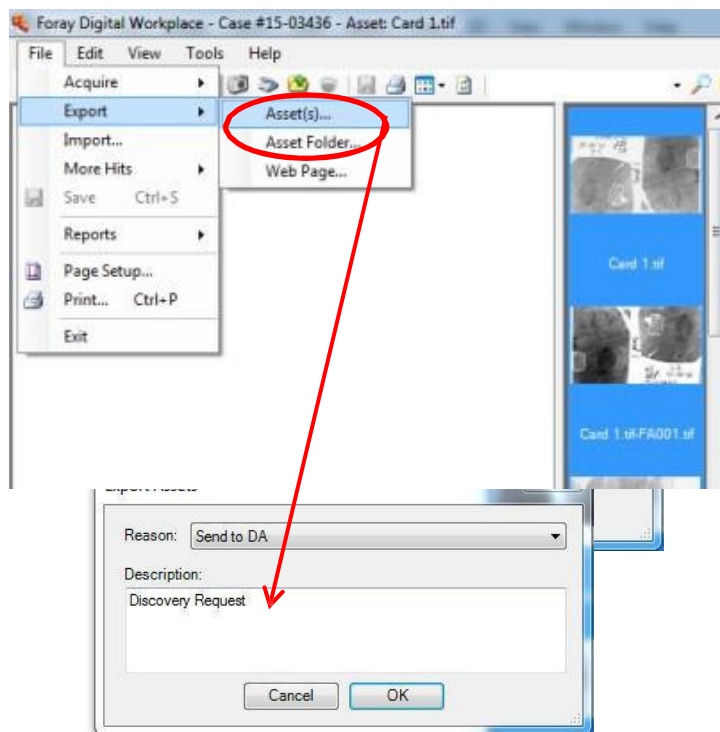
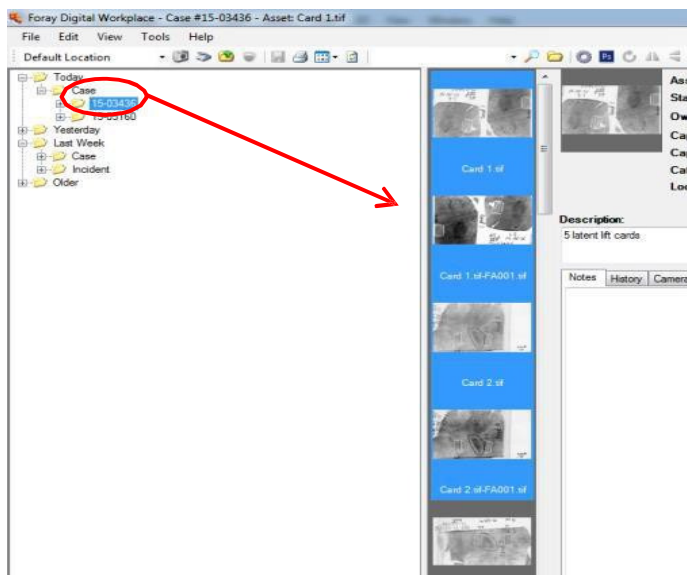
Exporting Digital Assets and Asset Folders:

Single or Multiple Assets:

1. Select the Case Number and Assets to be exported.
2. Select File → Export → Asset(s) from the Menu.
3. Fill out the dialogue box with the reason for exporting. (Example: Discovery request, etc.)
4. Select OK and choose the destination for the exported files to go to.

Entire Asset Folder:

1. Select the Case Number to be exported.
2. Select File → Export → Asset Folder from the Menu.
3. Fill out the dialogue box with the reason for exporting. (Example: Discovery request, etc.)
4. Choose the destination for the exported files to go to.



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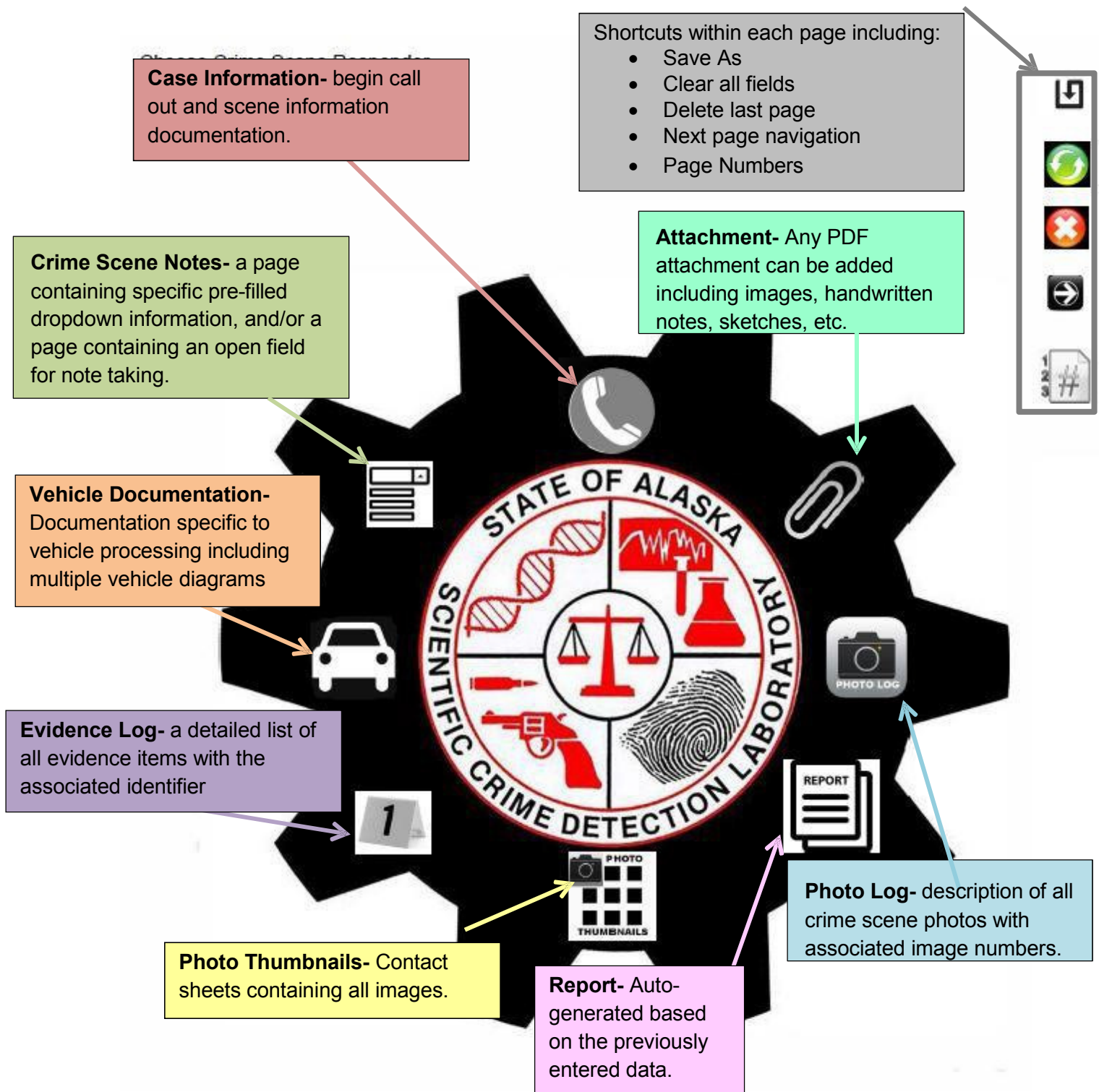
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Documentation (LaunchPad)

The LaunchPad Workflow is push button automatic note taking document. Each button will spawn a new template page designed for data entry regarding that particular phase of the workflow.



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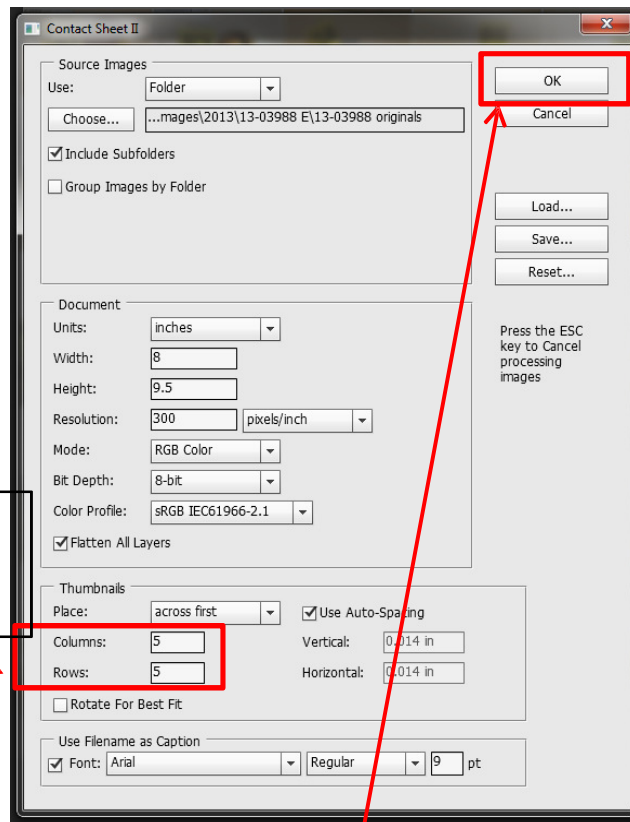
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Adobe Photoshop

Contact sheets containing thumbnails labeled with the associated file name will be created for all crime scene photographs and will be included as a numbered page in the Forensic Scientist's notes. The automate function in Adobe Photoshop may be used to create these.

Open Photoshop

- File → Automate → Contact Sheet II → Choose folder containing images



Choose the desired number of images per row and column here

Select OK to begin the automation of the contact sheets.

Once completed, save the contact sheets as a PDF in order to insert them into the notes.

- File → Save As → PDF file

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Alaska Records Management System (ARMS)

ARMS is a records management system maintained by the Department of Public Safety that is used for many law enforcement and criminal justice purposes. ARMS user resources can be located here <http://projects.dps.alaska.gov/arms/SitePages/Home.aspx>.

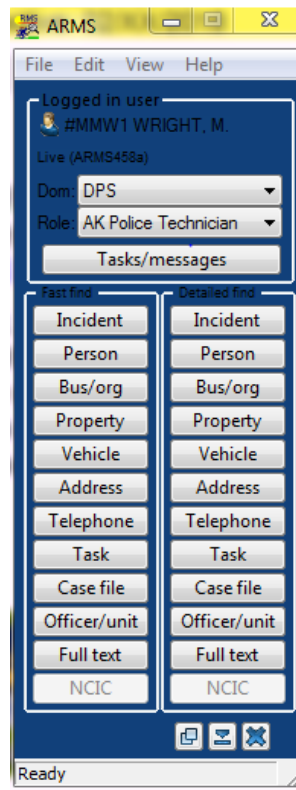
First, you need to install ARMS. If you have a previous version, uninstall it. To install ARMS, choose ARMS INSTALLER.exe at <http://arms.dps.alaska.gov/installs/> and follow the prompts. Once installed, the icon should appear on your desktop. Double click on the icon and then click ok. When the Login box pops up, "log in as window user" should be selected and there is no need to enter a username or password, click ok and the ARMS Launchpad should appear. The Launchpad is the starting point for all of the functions of the application.



Icon

Agreement

Login Box



Launchpad

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Entering Laboratory Reports into ARMS

The case officer may assign a task for you to complete in ARMS. All tasks assigned to you can be viewed by selecting "Tasks/messages" on the Arms Launchpad. The task will open in a new window once you double click on it. If the task hasn't been assigned, on the main menu under the "fast find" column, select incident. Type in the agency's incident number and click "Find Now". Once the task is open, click on the "Tasks/flags tab within the task/incident. Right click in the empty space, hover over "New", and select "General Task". Follow the instructions below to complete the task.

Type: Select "Followup"

Title – Type in "Crime Scene Crime Lab Report"

Deselect "Supervisor Approval Required"

Task: To begin Task click "Start". After uploading document then click "Compl" to complete and close out the task

Reports: Right click in the open area below reports listed. Select "New" and "External Document inc. report".

Report Time: This time should be changed to the time arrived on scene. The Entered should not be changed.

Browse Files: Choose the correct document and upload

File Edit View Help

Task # [redacted] Status: New Due: 12/20/2018 10:27 Priority: Low

Type: [redacted] Title: [redacted]

Remind time: 12/10/2018 10:27 Supervisor approval required: ☒ Initiator approval required: ☐

Initiated: 12/10/2018 10:27 Started: [redacted] Completed: [redacted]

Initiator: #CAW2 WIEHE, C. Time: [redacted]

Assigned to: [redacted] Time: [redacted]

Approved by: [redacted] Time: [redacted]

Created by flag: [redacted]

Remarks: [redacted]

Agency: Alaska Department of Public Safety

Assign/cancel New Assign Cancel Reset Start Compl Appr Rank Appr Rank

Results Subject Time tracking Activity log Incident Offenses/activities Involvements Reports (filtered)

Type Author Time Status Notes

Report Document profile

Type: [redacted]

Incident: AK18084307 Deceased Person [DEC] Task: T180143167 [Follow up - New] Du

Linked: ☒ Author: #CAW2 WIEHE, C. Report time: 12/06/2018 13:00

Entered by: #CAW2 WIEHE, C. Entered time: 12/10/2018 10:18

Person: [redacted] Address: [redacted]

Vehicle: [redacted] Officer: [redacted]

Remarks: [redacted]

Open document Change template

Document from template Blank document

Create a new document from an existing template by double-clicking on a template below.

Template list

Template language: Template default

Browse files...

Alaska Scientific Crime Detection Laboratory

Crime Scene Procedure Manual

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Appendix B – Labeling Guidelines

The intention of these guidelines is to create a unique identifier for evidence that allows it to be easily identifiable and tracked. It is recognized that all crime scenes are unique and may dictate alternative methods for identifying evidence, though the following should be considered.

Labeling Guidelines		
Type of Evidence	Identifier/Placard	Packaged Together Label
Latent Prints	L1, L2, L3 in order of processing	#L-(initials)
Swabs	S1, S2, S3, in order of processing	#S-(Initials)
Gel Lifts	A, B (Impression) to A-G1, B-G1 (Gel lift of impression)	#G-(Initials)
Casts	A1, A2, B (Impression) to A-C1, A-C2, B-C1 (Cast of impression)	Packaged Separately
Tape Lifts	T1, T2, T3, in order of processing	#T-(Initials)
Defects	D1, D2 (If path determined), E1, F1, G1, H2, etc	#MF-(Initials)
Discharged Cartridge Cases	Normal Placard Numbering	#DC-(Initials)

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Appendix C - Abbreviations

Abbreviation	Meaning
ABI	Alaska Bureau of Investigation
ADAMS	Authenticated Digital Asset Management System
AK	Alaska
ALS	Alternate Light Source
Approx	Approximately
ASCDL	Alaska Scientific Crime Detection Laboratory
AST	Alaska State Troopers
ATV	All-Terrain Vehicle
Ave	Avenue
CJT	Criminal Justice Technician
Dr	Drive
DSLR	Digital Single Lens Reflex
E	East
Exp	Expiration
GIU	General Investigation Unit
GPS	Global Positioning Satellite
Hwy	Highway
Inv	Investigator
LIMS	Laboratory Information Management System
Lt	Lieutenant
Misc	Miscellaneous
MTR	Matanuska Towing & Recovery
N	North
NE	Northeast
NEG	Negative
NW	Northwest
PD	Police Department
PDF	Portable Document Format
RLS	Request for Laboratory Services
S	South
SN, S/N	Serial number
S&W	Smith and Wesson
SE	Southeast
Sgt	Sergeant
St	Street
SUV	Sport Utility Vehicle
SW	Southwest
TRP, Trp	Trooper
TIF (TIFF)	Tagged Image File
VIN	Vehicle Identification Number
VPSO	Village Public Safety Officer
W	West
+	Positive
-	Negative

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Appendix D – Revision History

Changes from CSPM 2018 R0 to CSPM 2018 R1			
CSPM 2018 R0 Page	CSPT 2018 R1 Page	Location	Revision Made
All	All	All	Complete Rewrite